

**QUALITY IMPROVEMENT IN PRIMARY SCHOOLS (QUIPS)**  
**COMMUNITY SCHOOL ALLIANCES (CSA) PROJECT**  
**QUARTERLY REPORT**

1 July 2003 to 30 September 2003

**USAID Cooperative Agreement No. 641-CA-00-97-00160-00**

Education Development Center, Inc. (EDC)  
Educational Assessment and Research Centre (EARC)

## **INTRODUCTION**

This quarterly report covers the period from 1 July 2003 to 30 September 2003 under USAID Cooperative Agreement No. 641-CA-00-97-00160-00. The report summarizes major accomplishments by the CSA project in Ghana during this period, plans for next period, and a summary of expenditures for the period. Briefly, the sub-activities of the CSA project are: 1) increased community awareness, responsibility, and advocacy for education; 2) strengthened school support organizations in each community; 3) communities participating in the design, implementation and monitoring of schools; and 4) district education officers using monitoring and evaluation to improve education management.

## **MAJOR ACCOMPLISHMENTS**

The following major accomplishments were completed during this quarter.

**Remobilisation – Cohort 5.** Three-day phase-out remobilization exercises were conducted in 30 Cohort 5 communities, thus completing this activity. Story-picture cards and other PLA tools were used with different focus groups in the community to generate discussions around education and how community members could contribute to improving quality. On the last day of the activity, communities updated their SPIPs, integrating issues that had arisen during the previous days. The CPC in each district participated in the activity to increase capacity in community mobilization at the district level.

**SMC/PTA Training – Cohort 6.** Four-day district level SMC/PTA capacity building workshops were organized for 5 Cohort 6 districts during the quarter: Afram Plains, Ahafo Ano South, Ajumako, Amansie East, and Upper Denkyira. The focus of the training workshops was to develop the skills of the SMC/PTA executives in the use of participatory planning methods and to build effective strategies for managing school finances, mobilizing local and district resources, and creating and maintaining relationships between the school and the community. Each training workshop was followed by site visits to the respective communities to share the outcomes of the training, and review the implementation of SPIPs and microgrant projects. The CPC in each district participated in the activity, along with up to six other members of the DEO. The remaining 12 Cohort 6 districts will receive SMC/PTA training early next quarter.

**SMC/PTA Training Expansion.** The SMC/PTA training expansion program was active in 23 districts during the quarter. Fifteen new districts participated in 5-day TOT workshops and began 4-day cluster workshops, including 1 Cohort 1 (Birim South), 4 Cohort 2 (Ahafo Ano North, Ahanta West, Asutifi, and East Akim), and 10 Cohort 3 (Akuapem North, Adansi West, Cape Coast, Dangme East, Ho, KEEA, Kumasi Metro, New Juaben, SAEMA, and Wassa West). Four Cohort 3 (BAK, Berekum, Cape Coast, and Sunyani) and 3 Cohort 5 districts (Asikuma, Nkoranza, and Sekyere East) were completed; a total of 565 schools in these 7 districts participated in the program and 5,354 SMC/PTA executives attended 4-day cluster workshops. This brings the total number of districts completed to 42, including 1 Cohort 2 district, 6 Cohort 3 districts, all 18 Cohort 4 districts, and 17 Cohort 5 districts. Including those 16 districts that are currently active, a total of 45,271 SMC/PTA executives from 5,203 schools have been trained.

**SMC/PTA Handbook.** A total of 4,680 SMC/PTA handbooks were distributed during the quarter in 1 Cohort 1, 5 Cohort 2, 13 Cohort 3, and 4 Cohort 5 districts as part of the SMC/PTA expansion program. To date, 32,737 of the 80,000 handbooks have been distributed as follows: 2,000 to GES headquarters, 9,500 to CRS, and 21,237 to district trainers and SMC/PTAs in 1 Cohort 1 district, 6 Cohort 2 districts, 15 Cohort 3 districts, all 18 Cohort 4 districts, and all 18 Cohort 5 districts that have participated in the SMC/PTA training expansion program. The remaining manuals are currently being stored at the CSA Accra and Kumasi offices.

**District SMCs.** District SMCs were formed in 4 Cohort 3 (BAK, Berekum, Cape Coast, and Sunyani) and 3 Cohort 5 (Asikuma, Nkoranza, and Sekyere East) districts as they completed their SMC/PTA Expansion cluster training activities during the quarter. The committees were formed by taking two nominees from each cluster training activity, bringing the nominees together after all clusters had been completed, and assisting them to elect a district body consisting of ten members.

**District Education Forum.** A district education forum was conducted in Upper Denkyira in collaboration with CLUSA (29 September). The forum was held to bring together education stakeholders in the district, including QUIPS PSC community members, civil society organizations, the district chief executive, and senior members of the district education office, to discuss the current education situation and to share successes and strategies.

**National Service Orientation and PLA Workshop.** A 10-day orientation to community participation in education and PLA training workshop was conducted for 36 National Service Personnel during the quarter. This workshop was conducted in collaboration with the CLUSA/GAIT project to prepare NSS personnel to support the Civic Society Organizations (CSOs) in two districts (Jasikan and Upper Denkyira) to increase their focus on education. Ten of the NSS personnel who attended the workshop were selected to serve as community-based facilitators in the two CSA/CLUSA districts, while 8 others were selected to support increased activity in Cohort 5 CSA communities.

**District Management Training/District Grants.** During the quarter, CSA collaborated with ILP in the delivery of 4-day district grant management workshops and 3-day tranche 1 review workshops for all 17 Cohort 6 districts. The DMIT members from the districts were assisted in the preparation and refinement of their district grant applications, including indicators, activities, and budget allocations. Seven-day PLA training was provided to all 6 Cohort 6 districts by CSA to assist the DEO staff with implementing their tranche 1 workplans; the remaining 11 Cohort 6 districts will receive PLA training early next quarter. Also during this quarter, CSA provided 1-day district grant support visits to 9 Cohort 3 districts to monitor the implementation of their district grant workplans and to provide support when districts had encountered difficulties.

**M&E Capacity Building Program.** The M&E program was active in all 110 districts in the country. During the quarter, 22 2-day district assessment visits (all Cohort 6 districts) and 83 2-day on-site training visits were conducted, including at least one visit to all 15 Cohort 1&2, all 18 Cohort 3, 2 Cohort 4 (Saboba Chereponi and Zabzugu-Tatale), all 23 Cohort 5, and 10 Cohort 6 (Afram Plains, Atebubu, Bawku West, Fanteakwa, Kintampo, Sene, Tamale, Tolon Kumbungu, Wa, and Yendi) districts. The on-site visits provide the districts with an opportunity to receive training specific to their own M&E plans and allow the CSA training team to track progress. Five-day cluster training 1 workshops, which focused on indicator refinement and M&E plan development, were conducted for all 22 Cohort 6 districts, 6-day cluster training 2 workshops, which focused on data analysis and information dissemination, were conducted for all 15 Cohort 1&2 districts, and five-day cluster training 3, which focused on dissemination and usage of information, were conducted for 6 selected Cohort 4 districts (Afigya Sekyere, Bongo, East Gonja, Ga, Kwabere, and Mpohor Wassa East). A 1-day M&E forum, which provided DMIT members with an opportunity to share successes and challenges and refine M&E implementation plans, was conducted for 7 Cohort 4 districts (Asuogyaman, Bongo, Ga, Kadjebe, Kwabere, Manya Krobo, and Tano); the remaining 19 Cohort 4 districts will participate in forum activities during the next quarter. Five-day technical training 1 workshops, which focused on basic computer skills, were conducted for all 18 Cohort 3 south districts and 5-day technical training 2 workshops, which focused on building computer and data analysis skills, were conducted for all 15 Cohort 1&2 districts. Five computer systems were distributed to Cohort 6 districts (Atebubu, Fanteakwa, Kintampo, Sene, and Tolon) during the quarter. Two Cohort 3 north (Gushiegu/Karaga and Bawku East)

and 3 Cohort 3 south (Wassa West, Suhum Kraboa Coaltar, and Kpando) that have been slated for disbursement have not yet received computer systems because they have not met the requirements for distribution.

**Microgrant – Cohorts 4, 5, and 6.** The 4 remaining Cohort 4 and 19 remaining Cohort 5 microgrant tranche 3 projects were verified as completed during the quarter. The 4 remaining Cohort 6 microgrant tranche 1 projects, as well as 59 tranche 2 projects, were also verified as completed. Applications for tranche 3 were received from 52 Cohort 6 communities and 46 received their tranche 3 funds during the quarter. It is anticipated that an additional 4 communities will receive tranche 3 funds early next quarter. Ten of the 60 Cohort 6 communities (Praprabon/Atebubu, Grumaline/Kintampo, Kwabile/Jomoro, Dankwakrom/Upper Denkyira, Patriensa/Asante Akyem North, Bano/Asante Akyem South, Ahyireso/Asante Akyem South, and Kunsu Camp/Ahafo Ano South) did not qualify for tranche 3 due to late completion of tranche 2, late submission of proposals, or inability to raise matching contributions.

**IEC – Radio and Newsletter.** Thirty-seven live radio programs were conducted during the quarter, with some repeating on alternate weeks: Techiman/Brong Ahafo (4), Kumasi/Ashanti (7), Ho/Volta (7), Winneba/Central (12), and Oda/Eastern (7). The radio program activity has now been completed in four of these sites; Ho/Volta will be active until the end of October 2003. Volume 5, Issue 3 of the newsletter, ‘Voice from the Community’ was produced and will be distributed in October.

**Field Time and Project Staff.** Average field time for senior staff for the quarter was 53 percent, which included the project director, deputy director for finance and operations, and two associate directors for field activities. Field vehicle usage time was 87 percent.

#### **SUMMARY OF EXPENDITURES FOR THE QUARTER**

<b>Contract:</b>	Total Estimated Amount	<b>\$ 11,111,886</b>
<b>Expenditures:</b>	Actual Cumulative Expenditures through 31 August 2003	8,762,592
	Estimated Expenditures for September 2003	273,277
	Estimated Cumulative Expenditures through 30 September 2003	<b>9,035,869</b>
<b>Remaining Unexpended Balance:</b>		<b>\$2,076,017</b>

## CUMULATIVE TRACKING SUMMARY OF KEY ACTIVITIES COMPLETED - FY 98/99/00/01/02/03

### Sub Activity 1: Community Awareness, Responsibility and Advocacy Increased

Activity	Cumulative 30 September 2002 (FY 98/99/00/01/02)						1 Oct. 02 – 30 Sept. 2003 (FY 2003)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
Baseline	18	27	54	78	21	4			16
PLA	18	27	54	126	62	18			42
IEC Comm. Drama (public forum)	18	27	54/54	126/126	62			62	60
IEC Re-mobilization (video drama/forum or story picture-card/forum)	18/6/18	27	54	126				62	
IEC Calendars (pocket/wall)	10,000/ 400	25,000/ 600	20,000/ 1,000	25,000					
IEC Radio Programs (6 sites)	371 programs & 6 launches						139 programs & 5 launches		

### Sub Activity 2: School Support Organizations Strengthened

Activity	Cumulative 30 September 2002 (FY 98/99/00/01/02)						1 Oct. 02 – 30 Sept. 2003 (FY 2003)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
SPIP Development	18	27	54	126	62	18			42
SMC/PTA Training	5, 3, 2 & 2 days	5, 3 2 & 2 days	5, 3 & 2 days	5, 3 & 2 days	5 days			4 days	5 & 4 days
Microgrant	Tr. 1 (18) Tr. 2 (18) Tr. 3 (16)	Tr. 1 (27) Tr. 2 (27) Tr. 3 (25)	Tr. 1 (54) Tr. 2 (54) Tr. 3 (54)	Tr. 1 (126) Tr. 2 (126) Tr. 3 (121)	Tr. 1 (62) Tr. 2 (62)			Tr. 3 (61)	Tr. 1 (60) Tr. 2 (60) Tr. 3 (46)
IEC Newsletter	Vol.1 #1-3 Vol.2 #1 -3	Vol.1 #1-3 Vol.2 #1 -4	Vol.2 #1 – 4 Vol.3 #1-3	Vol.2 #4 Vol.3 #1-4 Vol.4 #1-3	Vol. 3 #4 Vol. 4 #1-3	Vol.4 #3	Vol.4 #4	Vol.4 #4 Vol.5 #1 Vol.5 #2 Vol.5 #3	Vol.4 #4 Vol.5 #1 Vol.5 #2 Vol.5 #3

(Note: SPIPs, SMC/PTA training & microgrants support both Sub Activity 2 & 3.)

## SMC/PTA Expansion Program

	Cumulative 30 September 2002 (FY 02)		1 Oct. 02 – 30 Sept. 2003 (FY 2003)				
	Cohort 4 (18 districts)	Cohort 5 (18 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (18 districts)	Cohort 4 (18 districts)	Cohort 5 (18 districts)
5-day TOT	18	4	1	6	15		14
4-day Cluster Training	1,643 schools	12 schools	48 schools	399 schools	885 schools	298 schools	1,918 schools
Manuals Distributed	6,696	63	205	1,665	3,647	1,202	7,759

## Sub Activity 3: Communities Participating in Design, Implementation & Monitoring

Activity	Cumulative 30 September 2002 (FY 98/99/00/01/02)						1 Oct. 02 – 30 Sept. 2003 (FY 2003)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
SMC/PTA Self-Appraisal (3 times in 2 years)	18 (first) 18(second) 18 (third)	27 (first) 27 (second) 27 (third)	54 (first) 54 (second) 54 (third)	126 (first) 126 (second) 126 (third)	62 (first)			62 (second)	60 (first) 27 (second)
SPIPs Review & Update	18/9/18	27/18/5/27	54/54	126			126	62/62	
Remobilization/ Refresher & Phase-out	18/18	27/27	54				126	62	
Assessment/Impact	18	27	54				42	21	

## Sub Activity 4 – District Education Officers Utilizing Monitoring and Evaluation to Improve Education Management

	Cumulative 30 September 2002 (FY 02)					1 Oct. 02 – 30 Sept. 2003 (FY 2003)					
	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 6 (22 districts)
District Assessment	6	9	6	26	23			18			22
Cluster Training (5 days)	6 (first)	9 (first)	6 (first)	26 (first)	23 (first)	6 (second)	6 (second)	18 (first) 6 (second)	26(second) 6 (third)	23(second)	22 (first)
Technical Training (5 days)				26 (first)		6 (first)	9 (first)	24 (first) 6 (second)	26(second)	23 (first) 23(second)	
On-Site Training (2 days)				26 (first) 26(second)		6 (first) 6 (second) 4 (third)	9 (first) 9 (second) 9 (third)	24 (first) 24(second) 6 (third) 6 (fourth)	26 (third) 26 (fourth) 26 (fifth) 18 (sixth)	23 (first) 23(second) 23 (third) 23 (fourth) 18 (fifth)	10 (first)
Forum									7		
Computer Disbursement				24		5	7	8	1	20	5

## **PLANS FOR NEXT QUARTER**

Plans for October through December 2003 include completing the SMC/PTA training in Cohort 6, PLA training in Cohort 6, district grant support visits in Cohort 3, M&E program activities in Cohorts 1&2, 3 (north and south), 4 (north and south), 5 (north and south), and 6 (north and south), SMC/PTA expansion TOTs and cluster workshops in Cohorts 1, 2, 3, and 5, continued microgrant awards and tracking in Cohort 6, and continuation of the radio program the Volta Region.

## **PROJECT OFFICE TRAVEL SCHEDULE – OCTOBER THROUGH DECEMBER 2003**

### **\*\* Community Based Activities \*\***

#### **COHORT SIX SMC/PTA TRAINING**

29 Sep. – 2 Oct.	Amansie West, Atebubu, Asante Akyem North, Ketu, Kwahu South
6-9 October	Aowin Suaman, Jomoro, Kintampo
13-16 October	Sene, Asante Akyem South
27-30 October	Keta

### **\*\* District Based Activities \*\***

#### **COHORT ONE SMC/PTA EXPANSION TOT**

29 Sept. – 3 Oct.	Atwima
6-10 October	Asunafo
20-24 October	Bibiani
10-14 November	Assin Foso
17-21 November	Adansi East

#### **COHORT TWO SMC/PTA EXPANSION TOT**

13-17 October	Mfantiman, West Akim
27-31 October	Abora Asebu

#### **COHORT THREE DISTRICT GRANT SUPPORT VISITS**

2 October	Wassa West	10 October	Kpando
3 October	SAEMA	16 October	Ho
6 October	KEEA	17 October	Akatsi
9 October	Hohoe	21 October	South Tongu

#### **COHORT THREE SMC/PTA EXPANSION TOT**

6-10 October	Kpando, Suhum
13-17 October	Hohoe

#### **COHORT THREE TRANCHE 2 DISTRICT GRANT REVIEW WORKSHOP**

14-16 October	Adansi West, BAK, Akuapem North, Suhum
21-23 October	Sunyani, Berekum, Dangme East
28-30 October	KEEA, Cape Coast

#### **COHORT FIVE DISTRICT EDUCATION FORA**

5 November	Asikuma Odoben Brakwa
13 November	Kwaebibirem

## **COHORT SIX PLA TRAINING**

6-12 October Amansie East, Ahafo Ano South, and Upper Denkyira  
16-22 October Jomoro, Aowin Suaman, and Ajumako Enyan Esiam  
25-31 October Atebubu, Sene, and Kintampo

## **COHORT SIX SMC/PTA EXPANSION TOT**

3-7 November Jomoro

## **\*\* M&E Capacity Building Program \*\***

### **COHORT ONE/COHORT TWO ON-SITE 5**

30 Sept. – 1 Oct.	East Akim, Abora Asebu	13-14 October	Bibiani
2-3 October	West Akim, Assin	16-17 October	Adansi East
6-7 October	Accra Metro	20-21 October	Mfantiman
7-8 October	Ahafo Ano North, Asutifi	23-24 October	Ahanta West
9-10 October	Birim South, Atwima, Asunafo	30-31 October	Dangme West

### **COHORT ONE/COHORT TWO CLUSTER 3**

17-21 November Ahafo Ano North, Accra Metro, Assin

### **COHORT ONE/COHORT TWO FORUM**

24 November Accra Metro, Dangme West  
26 November Atwima, Adansi East, Bibiani  
28 November Asunafo, Asutifi, Ahafo Ano North  
1 December Birim South, East Akim, West Akim  
3 December Assin, Mfantiman, Abora Asebu, Ahanta West

### **COHORT THREE SOUTH ON-SITE 3**

13-14 October	Wassa West	28-29 October	KEEA
16-17 October	SAEMA	30-31 October	South Tongu, Cape Coast, Kpando
20-21 October	Dangme East	6-7 November	Sunyani, Kumasi
21-22 October	Akuapim North	10-11 November	Adansi West
23-24 October	Suhum, Berekum, Ho	13-14 November	BAK
27-28 October	New Juaben, Akatsi, Hohoe		

### **COHORT THREE SOUTH CLUSTER TRAINING 2**

17-22 November Akuapim North, Suhum, Sunyani, Berekum, Akatsi, KEEA, Cape Coast, Adansi West, Kpando  
24-29 November Wassa West, SAEMA, New Juaben, South Tongu, BAK, Kumasi, Dangme East, Ho, Hohoe

### **COHORT THREE SOUTH TECHNICAL 2**

8-12 December Akuapim North, Suhum, Sunyani, Berekum, Akatsi, KEEA, Cape Coast, Kpando  
15-19 December Wassa West, SAEMA, New Juaben, South Tongu, BAK, Ho, Kumasi, Dangme East, Hohoe

### **COHORT THREE NORTH**

9 December West Gonja, Bushiegu, Bolgatanga, Bawku East, Nadowli, Jirapa



## **COHORT FOUR SOUTH FORUM**

24 November	Yilo Krobo, Jasikan, Krachi, Nkwanta
26 November	Ejisu Juaben, Afigya Sekyere
28 November	Jaman, Dormaa
3 December	Twifo Heman, Wassa Amenfi, Nzema East, Mpohor Wassa East

## **COHORT FOUR NORTH ON-SITE 6**

6-7 October	Sissala	16-17 October	Bongo
9-10 October	East Mamprusi	20-21 October	East Gonja
13-14 October	Kassena-Nankana	23-24 October	Nanumba

## **COHORT FOUR NORTH FORUM**

9 December	East Mamprusi, Saboba, Sissala, East Gonja
11 December	Nanumba, Zabzugu-Tatale, Kassena-Nankana

## **COHORT FIVE SOUTH CLUSTER 3**

3-7 November	Sekyere West, Kwaebibirem
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## **COHORT FIVE SOUTH FORUM**

24 November	North Tongu, Tema
26 November	Sekyere West, Sekyere East, Ejura, Offinso, Sefwi Wiawso, Juaboso Bia
28 November	Wenchi, Techiman, Nkoranza
1 December	Kwaebibirem, Birim North, Akuapim South
3 December	Agona, Gomoa, Asikuma, Awutu Effutu Senya

## **COHORT FIVE SOUTH ON-SITE 6**

2-3 December	Sekyere East, Agona, Asikuma
4-5 December	Sekyere West, Ejura, Offinso, Gomoa, Awutu
8-9 December	Techiman
11-12 December	Akuapim South
15-16 December	Tema, Juaboso Bia, Kwaebibirem
16-17 December	Wenchi
18-19 December	North Tongu, Nkoranza, Sefwi Wiawso, Birim North

## **COHORT FIVE NORTH CLUSTER 3**

3-7 November	Bole
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## **COHORT FIVE NORTH FORUM**

11 December	Bole, Lawra, West Mamprusi, Builsa, Savelugu
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## **COHORT SIX SOUTH ON-SITE 1**

30 Sept. – 1 Oct.	Amansie West
2-3 October	Kwahu South, Amansie East
6-7 October	Upper Denkyira, Ketu
7-8 October	Asante Akim North
9-10 October	Asante Akim South, Ahafo Ano South, Keta
13-14 October	Ajumako, Aowin Suaman
16-17 October	Jomoro

### **COHORT SIX SOUTH TECHNICAL TRAINING 1**

13-17 October    Atebubu, Sene, Kintampo, Afram Plains, Fanteakwa and Kwahu South  
20-24 October    Asante Akim South, Asante Akim North, Amansie West, Amansie East, Upper Denkyira, Ahafo Ano South, Ajumako, Ketu, Keta, Jomoro, and Aowin Suaman

### **COHORT SIX NORTH TECHNICAL TRAINING 1**

13-17 October    Tolon, Wa, Tamale, Bawku West, and East Dagomba

### **COHORT SIX NORTH ON-SITE 2**

30-31 October    Tolon  
3-4 November    Tamale, Wa  
6-7 November    East Dagomba, Bawku West

### **\*\* IEC Activities \*\***

#### **Radio Program**

10&24 October    Volta, Ho